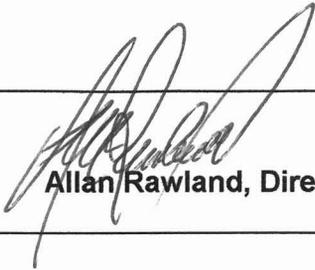


**County of San Bernardino  
Department of Behavioral Health**

**Employee General Safety Policy**

**Effective Date** 2/1/07  
**Approval Date** 2/1/07

  
**Allan Rawland, Director**

**Policy** It is the policy of the Department of Behavioral Health (DBH) to provide safe working conditions, a healthful work environment, and to promote continuing safety awareness at all levels of employment within the Department.

**Rationale** The DBH Safety Program is founded on safety awareness and full employee participation. The Department recognizes its responsibility to provide a safe place of employment to include safety devices, protective equipment, employee training and safeguards necessary to protect the lives, safety, health and welfare of employees; and to initiate, maintain and enforce a program to fulfill this responsibility.

**Consequences** Managers and supervisors are subject to criminal and civil penalties when it can be shown that they have not fulfilled their responsibilities for occupational safety and health. Criminal penalties may include a fine of up to \$100,000 and/or a sentence of up to four years imprisonment. Civil penalties are usually those prescribed in Title 8 of the California Code of Regulations (T8 CCR). Employees are subject to administrative discipline, up to and including discharge, when they do not follow prescribed procedures to make Department operations as safe as possible.

**Safety Requirements** Title 8, California Code of Regulations, (T8 CCR), subchapter 7 (General Industry Safety Orders), contains requirements for a number of safety procedures and protocols. The County of San Bernardino Health and Safety Manual contains local guidance on the implementation of these procedures and protocols. The table below contains information about the elements of these procedures and protocols and the implementing sections of the DBH Safety Manual.

Safety Requirements	Description	Applicable DBH Manual Section
<b>Occupational Injury and Illness Prevention Program (IIPP)</b>	Implementation and maintenance of a written program to satisfy the requirements of T8 CCR 3203 and all elements below	DBH Safety Manual: Section 8

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<b>Safety Roles</b>	Identification of the person(s) or position(s) with authority and responsibility for implementing the Program	DBH Safety Manual: Section 12
<b>Compliance</b>	Description of methods to ensure employee compliance with safe and health work practices	DBH Safety Manual: Section 10
<b>Communication</b>	Description of systems for communicating safety information to employees and outline safety committee meeting activities	DBH Safety Manual: Section 11
<b>Hazard Reporting</b>	Methods for reporting unsafe practices, unsafe conditions, and potential (or actual) exposure to hazardous substances	DBH Safety Manual: Section 7
<b>Inspection Documentation</b>	Inspection programs for identifying workplace hazards and reporting these hazards to supervision and management	DBH Safety Manual: Section 9
<b>Accident Investigation &amp; Record Keeping</b>	Procedures for investigating and reporting occupational injuries, occupational illness, exposure to hazardous substances, damage to County property and damage to the property of others	DBH Safety Manual: Sections 2, 8
<b>Hazard Assessment &amp; Abatement</b>	Procedures to assess the severity of identified hazards and the frequency of employee exposure plus procedures to remediate identified hazards and protect staff and the public during the abatement process	DBH Safety Manual: Section 7
<b>Training &amp; Documentation</b>	Procedures to ensure that all staff members receive initial and recurring training on all occupational safety & health programs that are applicable to their work place and to ensure that necessary training is provided when staff change job assignments	DBH Safety Manual: Section 1, 3, 13
<b>Emergency Action Plan</b>	Procedures for the management of emergencies within DBH occupied facilities	DBH Safety Manual: Section 4
<b>Fire Prevention Plan</b>	Procedure for the identification of fuel and flame sources within DBH occupied facilities and the control of these sources to reduce the likelihood of fires in these facilities	DBH Safety Manual: Section 6

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<b>Hazard Communication Plan</b>	Procedures for the identification of hazardous substances in the workplace, the maintenance of Material Safety Data Sheets, and the training of staff members about the hazards of using these substances	DBH Hazard Communication Manual
<b>Bloodborne Pathogens Exposure Control Plan and Medical Waste Management Plan</b>	Procedures for the control of DBH staff exposures to blood borne pathogens and for the training of staff in these control procedures. Procedures for the controlled disposal of medical waste generated in DBH operations	DBH Medical Waste Management Manual: Section 3
<b>Repetitive Motion Injury Prevention (Ergonomics)</b>	Procedures for the identification of DBH tasks that generate increased risks of repetitive motion injuries, for the analysis of DBH workstations to ensure that they are properly adjusted for the user(s), and for the abatement of conditions that are deemed to increase the risk of repetitive motion injuries	DBH Safety Manual: Section 5